

YOUTH PROGRAM WORKER - PART TIME

Code No.: 6-25-016

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important youth services position in a town involving responsibility for planning and coordinating a wide variety of program activities for area youth. These activities address community issues of importance and interest to youth such as vandalism and shop lifting. Work is performed under general supervision from a senior level staff member. Supervision of others is not a responsibility of this class although these employees do provide direction to activity presenters. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Meets with staff, community, and school representatives to secure ideas for activities;

Plans activity schedules and arranges for facilities;

Researches topics and contacts area resource people and agencies;

Prepares background materials for Youth Outreach Workers as activity presenters;

Prepares flyers, brochures and other materials to supplement presentations;

Coordinates publicity for agency programs activities;

Assigns volunteers to activities;

Prepares summary reports on program activities and participation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and techniques of planning program activities for youth; good knowledge of the social issues, problems and choices facing youths today; good knowledge of the resources of the community; ability to establish and maintain an effective relationship with others; ability to communicate effectively both orally and in writing; ability to compile and develop material for presentations; ability to prepare basic reports on the status of the program activities; ability to plan, schedule and assign work to outreach staff and volunteers; ability to establish and maintain records and files; good judgment; integrity; initiative; physically condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Three (3) years of paid full-time or its part-time/volunteer experience in a human service or educational agency, one (1) year of which shall have involved program coordination or planning; OR,

- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in a Human Services field or in Education, which shall have included completion of a student internship or work experience program.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 19, 1987

REVISED: October 12, 1989